

September 1, 2005

## **EAC RFP # 05-04 STATEMENT OF WORK AND CONTRACT TERMS**

### **RESEARCH ASSISTANCE TO THE ELECTION ASSISTANCE COMMISSION TO DEVELOP AND BUILD A LEGAL RESOURCES CLEARINGHOUSE**

The EAC is pleased to invite proposals to execute a contract designed to develop and build a legal resources clearinghouse, including designing and building a web based application and developing content to be hosted on that application, as more fully described in the Statement of Work.

### **PROPOSAL INSTRUCTIONS**

All proposals shall be submitted electronically to Nicole Mortellito ([nmortellito@eac.gov](mailto:nmortellito@eac.gov)) by 6:00pm (Eastern Time) on Tuesday, September 13, 2005. Microsoft Word 2000 or above, Excel, and Microsoft Project are the required document formats. Technical and Cost Proposals shall be submitted as separate files.

Requests for clarifications and questions can be submitted electronically to Carol Paquette ([cpaquette@eac.gov](mailto:cpaquette@eac.gov)) no later than 4:00 pm (Eastern Time) on DATE. Any questions and answers will be distributed in writing to all potential bidders without attribution.

### **TECHNICAL PROPOSAL INSTRUCTIONS**

In the Technical Proposal, bidders are requested to state each numbered item below, followed by the response to that item. All proposals should be as brief as possible. Please note there are page limitations for each item. Any additional materials submitted will not be considered in the evaluation.

1. Provide a project work plan that describes how the Contractor will accomplish each of the project tasks, including a PERT or Gantt chart indicating major activities and milestones. Assume a project start date of September 20, 2005. Discuss each task in the Statement of Work. Microsoft Project is the preferred format for the project work plan.
2. Provide a matrix of personnel proposed for each task and include resumes of all subject matter (election law) and technical (web application) lead personnel. Relevant experience in election law must be indicated clearly.
3. Provide a brief description of the qualifications of lead personnel on subject matter (election law) and technical (web application) issues relative to performing the types of activities described in the Statement of Work. Provide 3- 5 examples of comparable work performed in the past five (5) years, with a description of the specific responsibilities of the Principal Investigator and lead personnel. Include the project title, sponsoring organization, the name and contact information of the project manager (with telephone and e-mail), period of performance, and value of

- the award. Limit each example to two (2) pages. Note that the Principal Investigator is classified as key personnel for this contract.
4. Provide five (5) examples of comparable election law and technical projects performed by your organization in the past five (5) years. Briefly describe how each example is relevant to the work required for this effort. Include the project title, sponsoring organization, the sponsor's project manager with telephone and email contact information, period of performance, and the value of award. Limit each example to a maximum of three (3) pages.
  5. Discuss what you consider to be the three (3) most significant risks for the successful completion of the legal resources clearinghouse project. Explain why you feel each is a risk and how you plan to manage these risks.
  6. Discuss the top five (5) reasons that make your team the best qualified candidate to perform this work.

## **COST PROPOSAL INSTRUCTIONS**

You must provide the following information on the first page of the cost proposal:

1. RFP number
2. Date of submission
3. Name and address of offeror
4. Employer's Tax Identification Number (tax ID#)
5. Point of contact name, telephone, fax and email address
6. Remittance address, if different from Contractor Address
7. Classification of business (e.g. small business; other than small business; small disadvantaged business, small woman-owned business. Indicate if self-identified or officially designated by the Small Business Administration).
8. Type of business organization (e.g., corporation, partnership, sole proprietorship)
9. Cognizant Federal Contract Audit Agency (if applicable)
10. Whether your organization is subject to cost accounting standards
11. Payment terms (e.g., monthly or upon completion of deliverables). Provide a completed and signed EFT form for electronic payment. This form can be obtained from Nicole Mortellito at [NMortellito@eac.gov](mailto:NMortellito@eac.gov) and is included in attachment form on the initial email you received regarding the RFP.
12. Proposed cost
13. Name, title, and signature of individual authorized to commit organization
14. The following statement: "This proposal reflects our estimates and/or costs as of this date. By submitting this proposal, we grant the Contracting Officer and authorized representative(s) the right to examine, at any time before award, those records, which include books, documents, accounting procedures and practices, and other data regardless of type or form or whether specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposal price."

Provide the breakdown of the following costs elements, as applicable, beginning on the second page of the cost proposal:

1. Direct labor – provide a monthly breakdown of labor hours, rates and total costs by appropriate labor category, based on your internal cost accounting system.
2. Subcontracts – List each subcontract, the services obtained, and the amount. If any one subcontract exceeds \$100,000, you must include the subcontractor's cost proposal as an appendix.
3. Other Costs – Provide total cost estimate by category: e.g., license costs, computer charges, etc.

## **EVALUATION CRITERIA**

These are the criteria and possible point values that will be used by the Source Selection Panel to evaluate technical proposals. Cost proposals will be evaluated on the basis of best value to the government.

1. Demonstrated understanding of the issues related to election law research. (20 points)
2. Demonstrated understanding of the issues related web based application development (15 points)
3. Quality and clarity of work plan (20 points)
4. Relevant organizational experience. (10 points)
5. Relevant key personnel experience. (20 points)
6. Compliance with proposal instructions. (5 points)
7. Results of reference checks. (10 points)
  - a. Was work done on schedule?
  - b. Was work done within budget?
  - c. Describe quality of work product.
  - d. Describe working relationship.
  - e. Describe unique insights, value-added results that Contractor produced.